

DRAFT #2 13 JUL 53

PDM ____-53

SUBJECT: Security Request Number

1. The following procedure will become effective immediately.
2. The Security Request Number entered on the Request for Security Clearance (Form 37-104) for an applicant or for personnel converting from Staff Agent status to Staff Employee Status and vice versa will be entered in the upper right-hand corner of the appointment actions; SF-50 or SF-52 as appropriate. On the SF-50 the entry is to be made immediately to the right of "Notification of Personnel Action" and immediately above the heavy black line over item 3 "Journal or Action No.", and item 4, "Date". On the SF-52 the entry is to be made in the extreme upper right-hand corner of the blank box opposite "Request for Personnel Action".
3. The appropriate Security Request Number will be entered by the appointment clerk at the time the appointment action is prepared.

GEORGE E. MELOON

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TRANSMITTAL SLIP	
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="font-size: 2em; font-family: cursive;">18 Aug</div> </div> <div style="text-align: right; margin-top: -20px;">(Date)</div>	
<div style="background-color: black; width: 100%; height: 100%;"></div>	
BUILDING	ROOM NO.
North	
REMARKS:	
<p>Attached is a rough draft of a recommended PDRM which I would like to see published in the near future. This draft came about at the request of MRB who is having a difficult time in maintaining their security clear on a current basis. A copy of MRB memo is attached. Please give me a ring when you get this so</p>	
FROM: I can give you some more background on same	
BUILDING	ROOM NO.
FORM NO. 36-8 SEP 1946	